

Professional and Managerial Branch
Fiscal and Financial Group
Auditing Series

AUDITOR II

10/97 (TLW)

Summary

Under direction, conduct advanced level financial, compliance, and managerial audits in accordance with accepted auditing procedures, practices and standards.

Typical Duties

Conduct assigned audits to assess effectiveness of control and efficiency of operations and services. Involves: examining records of departments and interviewing workers to ensure recording of transactions and compliance with applicable laws and regulations; inspecting systems to determine their efficiency and protective value; reviewing records pertaining to material assets, such as equipment and buildings, and staff to determine degree to which they are utilized; analyzing data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud, or lack of compliance with laws, government regulations, and management policies or procedures; preparing report of findings and recommendations for management; conducting special studies for management, such as those required to discover mechanics of detected fraud and to develop controls for fraud prevention.

Perform related work as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers; performing oral and written presentations to management during and at conclusion of the examination, discussing deficiencies, recommending corrective action and suggesting improvements in operations and reductions in cost.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Information Sciences, Engineering or related degree and two (2) years professional experience in auditing, or accounting, or contract administration, or information systems design and implementation, or closely related experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: research methodology and information analysis. Good knowledge of: principles and practices of auditing and internal control; Generally Accepted Auditing Standards (GAAS); computer applications such as word processing, spread sheets and database programs. Some knowledge of: Generally Accepted Accounting Principles (GAAP); business management; budgetary techniques; municipal fiscal administration.

Ability to: employ logic or scientific principles to define problems, collect data, establish facts, comprehend consequences of situations and draw valid conclusions; rapidly acquire knowledge of governmental laws, rules, and regulations governing activities of city government; conduct financial, operational, compliance and EDP audits in both manual and automated processing environments; detect deficiencies and recommend corrective measures; maintain effective working relationships with fellow employees, City officials and outside auditors; express oneself clearly and concisely, both orally and in writing; prepare analytical reports and maintain related detailed records.

Skill in the safe care and operation of: automated information systems and personal computers, associated peripheral equipment and applications programs.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary.

Director of Personnel

Department Head